# How to Create New Pages

## Where:

https://www.grantpud.org/administrator/index.php

Also accessible in the Back-End Editor's Main Page under **Add New Page and Pages**

## Overview:

To add a new page to the site, navigate to the main page of the back-end editor, and you'll see two large buttons: "Add New Page" and "Pages".

## Details:

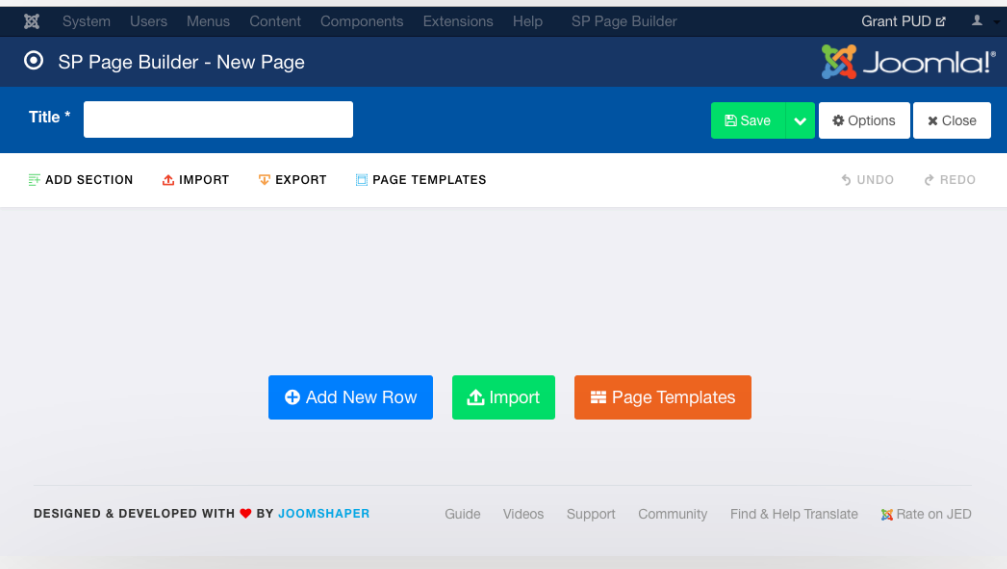To build a page from scratch, you can click on "Add New Page", which will allow you to place new elements and build a page, starting with a blank slate.

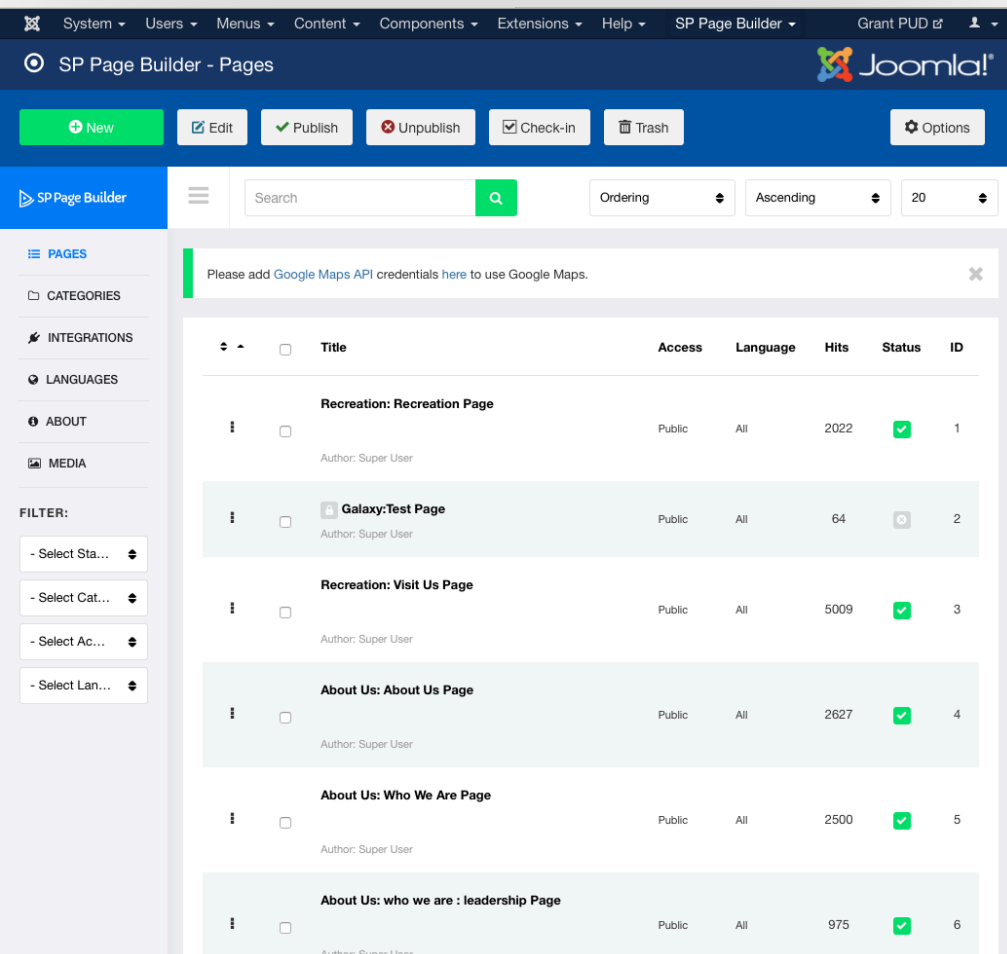Our recommendation is to leverage the work on other pages however.

We recommend that before you begin a new page, look through the site for similar pages that you can build from. Once you find a similar page, click on the green "Pages" button.

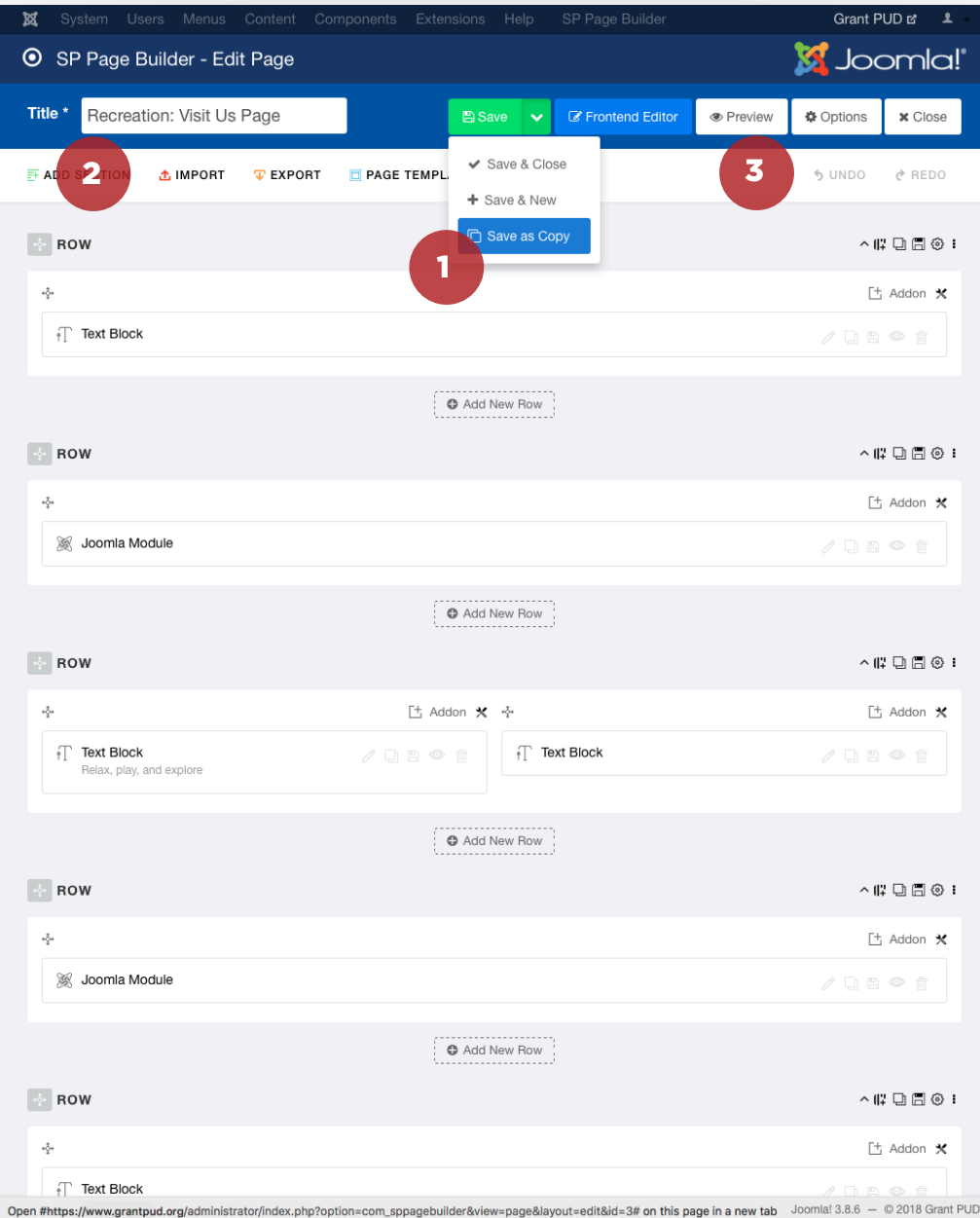# How to Create New Pages



## Add A New Page

When adding a new page, you start with a blank slate and can Add New Rows to build your content.



## Building from an existing Page (Recommended)

When building from an existing page, find a similar page then click on it's title.

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## Building from an existing Page (Recommended)

1    Once you've clicked on the page you'd like to build from, select "Save As Copy" from the Save options in the upper right hand side.

2    Once it Saves as a Copy, give it a new title.

3    Once it's renamed, hit "Save" again, then we recommend you click on "Preview" to make the rest of your edits through the front-end editor.

     Once your edits are complete on the front-end editor, check out the video "How To Add Pages to Menus"